

DESIGN CHANGE REQUESTS ISSUED BY A CONSTRUCTOR REQUESTING SAIC APPROVAL OF A CHANGE TO
AN EXISTING DOCUMENT

| | | | | | |
|---|------------------------|-------|---------|--|--|
| By the constructor to FME DESIGN CHANGE REQUEST | | | | {1} PAGE 1 OF | |
| | | | | DESIGN CHANGE REQUEST NUMBER {2} | |
| WORK ORDER NUMBER {3} | DOCUMENT NUMBER {4} | SHEET | REV. NO | TITLE OF DOCUMENT {5} | |
| REASON FOR CHANGE {6} | | | | | |
| DESCRIPTION OF CHANGE {7} | | | | | |
| <p><u>DESIGN CHANGE REQUEST FORM INSTRUCTIONS</u></p> <ol style="list-style-type: none"> 1. Page number and total number of pages. 2. Design Change Request number (sequential). 3. Work Order Number. 4. Document number, document sheet number, if applicable, and document revision number 5. Title of document being revised 6. Reason for change. 7. Detailed description or sketch of change. Use continuation sheets as necessary. 8. To be signed and dated by the Constructor. 9. To be completed/signed by the Discipline Engineer for the Scope of Work. 10. To be signed by the Checker. 11. To be signed by the Manager of Engineering 12. To be signed by the Project Manager. 13. To be signed by the individuals involved in the coordination process. The Discipline Engineer for the Scope of Work will determine the coordination requirements. 14. To be signed by Contracting Officers Technical Representative. 15. To be signed and dated by the Manager of Engineering | | | | | |
| INITIATED BY/DATE {8} | | | | | |

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|--|----------------------|---|--------------|-------------------------------------|-----------------|
| By the constructor to FME | | DESIGN CHANGE REQUEST | | PAGE | OF |
| | | | | DESIGN CHANGE REQUEST NUMBER | |
| | | | | | |
| DISPOSITION: {9} | | TECHNICAL JUSTIFICATION/REASON FOR DISAPPROVAL [9] | | | |
| APPROVED _____ | | | | | |
| APPROVED WITH COMMENTS _____ | | DOCUMENTS TO BE REVISED: | | | |
| NOT APPROVED _____ | | {9} | | <u>DOCUMENT</u> | <u>REVISION</u> |
| DISCIPLINE ENGINEER FOR THE SCOPE OF WORK {9} | | CHECKER {10} | | APPROVER {11} | |
| PROJECT MANAGER {12} | COORDINATION {13} | | COTR {14} | MANAGER OF ENGINEERING/DATE {15} | |